



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

DONALD L. WOLFE, Director

May 18, 2006

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PM-3**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REGISTRAR-RECORDER/COUNTY CLERK WAREHOUSE
SERVICE CENTER COMPLEX - AWARD AGREEMENT
SPECS. 6788; C.P. 65944
SUPERVISORIAL DISTRICT 1
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Authorize and establish Capital Project (C.P.) 65944 for tenant improvements for the Registrar-Recorder/County Clerk Warehouse Service Center Complex located at 12680-12686 Corral Place, Santa Fe Springs.
2. Approve the enclosed Appropriation Adjustment to transfer \$6,361,000 in appropriation and revenue from the Registrar-Recorder/County Clerk to C.P. 65944 to complete the tenant improvements.
3. Approve the total project budget of \$6,361,000 for tenant improvements, and authorize the Director of Public Works to carry out the project.
4. Award and authorize the Director of Public Works to execute an Agreement with Lehrer Architects to provide architect/engineer design services for the tenant improvements at the Registrar-Recorder/County Clerk Warehouse Service Center Complex for a not-to-exceed fee of \$350,000. Establish the effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On April 18, 2006, your Board approved the purchase of a 99,494-square-foot warehouse located at 12680-12686 Corral Place, Santa Fe Springs, for the Registrar-Recorder/County Clerk. This recently purchased facility was constructed in 2005 and is less than two miles from the current Registrar-Recorder/County Clerk headquarters located at 12400 East Imperial Highway, Norwalk. The new Service Center Complex will provide space for storage and distribution of election supplies for up to 5,000 polling locations throughout the County of Los Angeles. In addition, on April 18, 2006, your Board approved the acquisition of voting equipment and related software and services to enhance the County's InkaVote optical scan voting system to comply with the Federal Help America Vote Act (HAVA) of 2002. A major portion of the new Service Center Complex will be used to house and maintain the new voting equipment. In order to efficiently use the recently purchased warehouse space, some tenant improvements are required.

The proposed tenant improvements will involve the construction of 18,450 square feet of mezzanine space, 5,150 square feet of combined office space and installation of a racking system to store current election supplies along with new federally mandated voting equipment. Following the completion of construction documents and jurisdictional approvals, the tenant improvement will be performed via a Board-approved Job Order Contract. In addition, County-approved Agreement vendors will be used to purchase needed equipment and furnishings.

Implementation of Strategic Plan Goals

These actions meet the County Strategic Plan Goals of Organizational Effectiveness and Fiscal Responsibility. The new Service Center Complex will streamline election operations by enhancing coordination of election materials, facilitating the distribution of new federally mandated voting equipment, and eliminating the need for storage at separate locations.

FISCAL IMPACT/FINANCING

The recommended Agreement, including additional services, is for a not-to-exceed fee of \$350,000, which is included in the total project budget of \$6,361,000. Sufficient funds are available in the Capital Projects Budget, C.P. 65944, for award of the recommended Agreement.

The total estimated cost of the project, including plans and specifications, telecommunication/data, construction, equipment, consultant services, and County services, is \$6,361,000. The tenant improvements will be funded by appropriation available in the Fiscal Year 2005-06 Budget and will not impact net County cost. The enclosed Appropriation Adjustment will transfer \$6,361,000 in appropriation and revenue from Registrar-Recorder/County Clerk to C.P. 65944. The Registrar-Recorder/County Clerk is requesting approval of a resolution through a separate Board letter on the May 30, 2006, agenda allowing the Registrar-Recorder/County Clerk to apply for and receive Federal funding under HAVA, Section 301 Voting Systems Program. Pending Board approval of this resolution, \$2,952,000 of HAVA revenue will be used to partially fund the tenant improvements. The remaining \$3,409,000 will be funded by the department's general fund and trust fund revenues.

The Project Schedule and Budget Summary are included in Enclosure A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for Contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for award of this Agreement, Lehrer Architects is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language will be incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subconsultant to notify its employees, about Board Policy 5.135 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

Lehrer Architects is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

On April 18, 2006, your Board approved the Negative Declaration document prepared during the building acquisition process. In addition, as required by the California Environmental Quality Act and California Administrative Code Section 15072, a notice of preparation of a Negative Declaration was posted at the site.

CONTRACTING PROCESS

The County utilized the accelerated architect/engineer selection process. This process allows the Architectural Evaluation Board (AEB) to provide the County with lists of qualified (architectural/engineering) firms for specific types of building designs. Additionally, Public Works developed new internal procedures intended to further accelerate the Contract award process. Using this process, a single firm is chosen from the AEB's list and invited to submit a proposal. The use of Lehrer Architects was approved at the AEB meeting held on April 27, 2006. Lehrer Architects was selected to submit a proposal on this accelerated basis. The selection of Lehrer Architects to submit a proposal was solely based on its qualifications to perform the design work. County-approved vendors and Job Order Contracts will be used for the construction.

As requested by your Board on January 29, 2002, the Request for Proposal included a Cost of Living Adjustment (COLA) Provision. This Contract includes the required COLA language and complies with County policy.

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. However, this contract opportunity was not listed on the website because the AEB evaluation process was used. This process was established by your Board to ensure that firms providing design and consultant services are selected pursuant to an equitable, impartial, and qualifications-based method. Public Works uses the Doing Business with Us website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

Lehrer Architects has agreed to provide the services for a total not-to-exceed fee of \$350,000, which is included in the overall proposed project budget of \$6,361,000. The construction administration portion of the fee will be billed during the construction phase and only after your Board's authorization to proceed with construction. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

The Honorable Board of Supervisors
May 18, 2006
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Public Works has evaluated and determined that the County Code Chapter 2.201 (Living Wage Program) does not apply as this Agreement is for non-Proposition A services.

Lehrer Architect's Community Business Enterprises participation data and three-year contracting history with the County are on file with Public Works.

The State Labor Code requires consultants to pay no less than applicable prevailing wage rates to all persons employed on Public Works Contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects during the tenant improvements work for the recommended services.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects Division) and Public Works.

Respectfully submitted,


DONALD L. WOLFE
Director of Public Works


DAVID E. JANSSEN
Chief Administrative Officer

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Enc. 2

cc: Auditor Controller
County Counsel
Office of Affirmative Action Compliance
Department of Public Social Services (GAIN/GROW Program)
Registrar-Recorder/County Clerk

May 18, 2006

ENCLOSURE A

**REGISTRAR-RECORDER/COUNTY CLERK WAREHOUSE
SERVICE CENTER COMPLEX – AWARD AGREEMENT
SPECS. 6788; C.P. 65944
SUPERVISORIAL DISTRICT 1
3 VOTES**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	N/A
Project Feasibility	N/A
Project Program Validation	06/19/06
Design Contract Execution Construction Document Submittal Jurisdictional Approval	06/19/06 08/18/06 10/15/06
Construction Bid and Award	12/18/06
Construction Substantial Completion Acceptance	05/19/07 06/19/07

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Land Acquisition	
Construction	
(a) Construction	\$3,170,000
(b) Change Orders	<u>\$ 345,000</u>
Subtotal	\$3,515,000
Equipment	\$ 2,075,000
Plans and Specifications	\$ 350,000
Consultant Services	\$ 120,000
Miscellaneous Expenditures	
(a) Reproduction Services	\$ 2,500
(b) Legal Advertisement	<u>\$ 2,500</u>
Subtotal	\$ 5,000
Jurisdictional Review and Plan Check	\$ 15,000
County Services	\$ 281,000
TOTAL	\$6,361,000

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 710
No.

DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK

May 17, 2006 19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 05/06
(3 Votes)SOURCESRegistrar -Recorder/County Clerk
Services & Supplies
A01-RR-11300-2000
\$6,361,000Capital Projects
Charges For Services/CP
A01-CP-65944-R409
\$6,361,000Justification:

This budget adjustment reflects the transfer of money from the Registrar-Recorder/County Clerk general fund to a Capital Project fund to construct tenant improvements on the purchased warehouse.

USESCapital Projects
Fixed Assets-B&I
A01-CP-65944-6014
\$6,361,000Registrar-Recorder/County Clerk
HAVA
A01-RR-11300-8831
\$2,952,000Registrar-Recorder/County Clerk
Recorder/Fee Revenue
A01-RR-11300-9341
~~\$2,772,900~~2,773,000
Registrar-Recorder/County Clerk
Improvement Fees
A01-RR-11300-9330
~~\$636,400~~

636,000

Kathleen Connors
Kathleen Connors, Chief
Finance & Management Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER BY

No. 371

5-18 2006 19

APPROVED AS REQUESTED

AS REVISED

May 19, 2006

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK